



# CAROLINA HIGH SCHOOL AND ACADEMY

2725 Anderson Road, Greenville, South Carolina 29611 (864) 355 – 2300 phone (864) 355 – 2375 fax

March 20, 2017

Dear Students, Parents and Guardians,

The mission of Carolina High School is to provide experiences that are academically excellent as well as socially equitable. It has taken us a couple of years, however, at this point we are able to offer a device for every student in our school building. Because of this there is no longer any reason for our students to use their own cell phones or personal devices in class, unless instructed by the teacher to do so. After several conversations with both our faculty members and students we have also found that the use of personal devices in our classrooms is becoming a distraction for our students instead of enhancing their educational experience. We always try to give our students as many freedoms as they can handle, however, we have found that the cell phone issue is becoming too much of a distraction for us to continue at this time. Thus, we will be putting the policy below in place immediately. Over the next couple of weeks we will regularly communicate this to our students in all of our classes.

The policy that we will now put in place is the following and will be enforced by all faculty members here at the school.

1. All classrooms are personal electronic device (PED) free zones. This means that upon entering the classroom every student must put away their cell phones, earbuds, headphones, or any other type of personal device not issued by the school.
  - a. "Put away" means that none of these items are visible or in use when in the classroom
  - b. The teacher reserve the right to have student take out their device or earphones if it directly relates to the instruction in the classroom. This may be done on an individual or class basis as the teacher deems necessary
  - c. If any school official asks a student to put their device away and they refuse the student will be subject to our discipline policy
2. Students may use their devices before school, during lunch time, and during class changes in the hallways as long as it does not interfere with the normal operation of the school day.
  - a. Any student that uses a device to play music out loud or simply take advantage of this device policy may lose their individual privilege to have their device at all
3. All PED's brought to school are at the owner's risk and the school assumes or takes on no liability. The school is not responsible for the theft or damage or any students' personal device.

The consequences for students using cell phones/devices in class without the permission of the teacher is as follows:

Offense	Teacher Procedure	Administrator Consequence
<b>1<sup>st</sup> Offense</b> Student using a PED at an inappropriate time without	✓ Teacher warning with parent contact ✓ Student puts PED away	✓ No consequence for this step

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teacher permission		
<b>2<sup>nd</sup> Offense</b> Student using a PED at an inappropriate time without teacher permission	✓ Discipline referral with parent contact ✓ Student puts PED away	✓ Student assigned ISS
<b>3<sup>rd</sup> Offense or more</b> Student using a PED at an inappropriate time without teacher permission	✓ Discipline referral with parent contact ✓ Student puts PED away	✓ One day of out of school suspension ✓ Parent meeting and the student's PED privilege will be completely revoked ✓ One day of OSS will be added for each additional occurrence over three

## Special Notes

Note #1: Any student that refuses to put their PED away will be suspended for refusal to obey for their actions, which is a three day out of school suspension

Note #2: Any student that uses their PED inappropriately twice in the same class period will be immediately removed from class and moved to the 2<sup>nd</sup> offense

Note #3: PED, for the purpose of this policy, includes such things as cell phones, earbuds, headphones, iPods, cameras, etc.

Note #4: This policy does not deal with the misuse of school assigned devices, which is a separate policy

Our goal is always to create and maintain the best educational environment for our students, with the lowest number of distractions as possible. We as a school appreciate your support in this policy change and ask that you please speak with your student about this change at home.

Please keep in mind that if you as a parent/guardian need to contact your child for any reason that communication should go through our front office at 864.355.2373. Contacting your student directly, during instructional time, is in direct violation of our policy. If you have any questions or comments please contact me at 864.355.2310. Again, I thank you in advance for your help in making sure that we offer our students the best educational experience that we can.

Respectfully,

Michael B. Delaney  
Principal